

PROPOSED AMENDMENT TO GSA CIRCULAR NO. 253, ATTACHMENT 2

USE OF ZIP CODES

1. All post offices are assigned one or more five-digit ZIP Codes. The National ZIP Code Directory lists ZIP Codes for all post office addresses. Copies of the Directory may be obtained from the Government Printing Office.

2. Effective November 1, 1965, addresses prepared in typewriting or handwriting on official agency mail must include the ZIP Code numbers.

3. Effective January 1, 1967, ZIP Codes must be included in the address on all official agency mail and in return addresses on envelopes, letterheads, and other stationery, and in official agency publications when agency addresses are shown. Applications, questionnaires, and all other forms which contain spaces for inserting addresses must contain the heading "ZIP Code" and space for the insertion of ZIP Codes.

4. Effective January 1, 1967, when an agency makes bulk mailings of 200 or more pieces during any one day to lists of addresses, the pieces must be prepared by the agency in packages and sacks. When there are 10 or more individually addressed pieces to the destinations described in paragraphs a, b, c, d, and e, they must be securely wrapped or tied together as a package by the agency (the agency may package less than 10 pieces in the same manner). Package labels must be used to show the destination of a package when the destination cannot be determined by the arrangement of the pieces in the package or by the sack label. Paper

slips may be used as the package label or the top piece or wrapper may be marked or stamped with the package label information required. Label information must be legible. Packages must be sacked by the agency when there are enough for the same destination to fill approximately one-third of a sack. The total weight of pieces placed in one sack must not exceed 80 pounds. Local postmasters should be requested to furnish post office representatives to instruct agency personnel as to the proper method of packaging and sacking bulk mailings by ZIP Code.

a. Five-digit ZIP Code delivery unit packages and sacks.

A five-digit ZIP Code delivery unit is a post office having one ZIP Code or a station or branch of the 314 multi-ZIP Coded post offices listed in paragraph 6.

(1) Packages. The agency must prepare packages of pieces addressed to the same five-digit ZIP Code delivery unit. The pieces in the package must be faced in the same direction. It is recommended that packages be prepared for the five-digit ZIP Code delivery units of the other multi-ZIP Coded post offices which are not listed in paragraph 6.

(2) Sacks. Sacks containing five-digit ZIP Code delivery unit packages must be labeled in the following manner:

Philadelphia PA 19118
PAMPHLETS
Fr DOD Boston MA

b. "Mixed City" Packages and Sacks.

(1) Packages. Pieces remaining for a multi-ZIP Coded post office after the five-digit ZIP Code delivery unit packages required by a(1) have been prepared must be made up as a Mixed City Package. The packages must be labeled "Mixed City." The label may be omitted when the packages are placed in a city sack and the top piece in the package is turned or covered so that the individual address on the piece does not show, thereby indicating that the package is to be opened for distribution.

(2) Sacks. Sacks containing mixed city packages plus any packages for five-digit ZIP Code delivery units not sacked as provided for by a(2) must be labeled in the following manner:

Philadelphia PA 191
PAMPHLETS
Fr IRS Cincinnati OH

c. Sectional Center Facility (SCF) Packages and Sacks.

(1) Packages. Pieces remaining for the post offices in a sectional center after the packages required by a(1) and b(1) have been prepared must be combined into an SCF package and labeled "Mixed SCF." The label may be omitted when the packages are placed in a SCF sack and the top piece in the package is turned or covered so that the individual address

on the piece does not show, thereby indicating that the package is to be opened for distribution.

(2) Sacks. Sacks containing SCF packages, plus any packages for five-digit ZIP Code delivery units and mixed city packages not sacked as provided for by a(2) and b(2) must be labeled in the following manner:

SCF Philadelphia PA 190
CHECKS
Fr NEW Balto MD

d. State Packages and Sacks.

(1) Packages. Pieces remaining for a State after the packages required by a(1), b(1) and c(1) have been prepared must be combined in a State package and labeled with the name of the State. The label may be omitted when the packages are placed in a State sack and the top piece in the package is turned or covered so that the individual address on the pieces does not show, thereby indicating that the package is to be opened for distribution.

(2) Sacks. Sacks containing State packages plus any packages for five-digit ZIP Code delivery units, mixed city packages, and SCF packages not sacked as provided for by a(2), b(2), and c(2) must be labeled in the following manner:

Kansas City MO DIS 640
Missouri BOOKS
Fr GPO San Francisco CA

e. Mixed States Packages and Sacks.

- (1) Packages.** All pieces remaining after the packages required by a(1), b(1), c(1), and d(1), have been prepared must be combined in a Mixed States package and labeled "Mixed States."
- (2) Sacks.** Sacks containing Mixed States packages must be labeled in the following manner:

Chicago IL DIS 600
Mixed States PAMPHLETS
Fr GSA Chicago IL

f. When sack labels are furnished by the postmaster, the agency must place its name on the back of each label.

g. Sacks with unauthorized labels, tags, or markings are not acceptable for dispatch.

h. The ZIP Code may be omitted from the pieces in a bulk mailing bearing a simplified address; pieces presorted and bundled by the mailer to city, rural, or star carrier routes; and pieces presorted to five-digit ZIP Code destinations consisting of either a post office having one ZIP Code or the ZIP Code delivery unit in multi-ZIP Coded post offices.

i. The lowest or principal ZIP Code assigned to a post office may be used on pieces addressed to any multi-ZIP Coded post office except those listed in paragraph 6. Agencies may obtain the lowest or principal ZIP Code for particular post offices from the National ZIP Code Directory or from their postmasters.

5. It is the agencies' responsibility to obtain the ZIP Codes for all post offices. Post offices will until January 1, 1966, sort mailing lists consisting of addresses for the 314 large multi-ZIP Code post offices listed in paragraph 6 according to five-digit ZIP Code delivery units free of charge. Beginning January 1, 1966, a charge of \$1.50 per thousand addresses or fraction thereof, payable to the local postmaster will be made for this service. Local post office representatives should be consulted when this service is desired.

6. The 314 multi-coded cities for which five-digit ZIP Code delivery unit packages and sacks are required by 4a are as follows: